



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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May 13, 2011

TO: Supervisor Michael D. Antonovich, Mayor
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM: Wendy L. Watanabe
Auditor-Controller

A handwritten signature in black ink, reading "Wendy Watanabe".

SUBJECT: **EXTENSION REQUEST FOR OUR FINAL STATUS REPORT ON THE
CONTRACTOR ALERT REPORTING DATABASE (Board Agenda Item
26-C, April 27, 2010)**

On April 27, 2010, your Board directed the Chief Executive Officer, Auditor-Controller, County Counsel, and the Director of Internal Services to establish a work group to report back on the following:

- An examination of what mechanisms and/or databases the County already has in place to monitor its contractors, so the County can utilize what is currently working;
- A more appropriate term than the "Do Not Call List", for the database that will track the County's poorly performing contractors;
- A clearly defined purpose of the list and a definition of poorly performing contractors;
- Clearly defined roles and responsibilities for County staff charged with updating this list;
- A mechanism to remove contractors from the list that have complied with their obligations, along with appropriate notification;

- A mechanism to notify poorly performing contractors that they will be placed on this list absent sufficient corrective action and/or restitution steps; and
- A standard report or information sheet on a monthly basis, to alert County departments when poorly performing contractors are identified.

We provided our first status report to your Board on August 9, 2010 and our second status report on September 16, 2010. In addition, in March 2011, we provided a CARD demonstration to the Audit Committee members and to the County's executive managers. We expect to complete the implementation of the contractor alert reporting database in June 2011 and issue our final report to your Board by June 30, 2011.

Please call me if you have any questions or your staff may contact Don Chadwick, Division Chief, Contract Monitoring Division, at (213) 253-0301.

WLW:JET:DC

c: William T Fujioka, Chief Executive Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Andrea Sheridan Ordin, County Counsel
Tom Tindall, Director, Internal Services Department
Public Information Office
Audit Committee